

**TEXAS BOARD OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ATTORNEY III -  
Civil Commitment

SALARY GROUP: B25

DEPARTMENT: State Counsel for Offenders

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Giustina Persich DATE: 10/28/2021

POSITION #: 015088

**I. JOB SUMMARY**

Performs highly complex legal work representing indigent clients in criminal felony courts across the state in civil commitment proceedings pursuant to Texas Health and Safety Code Chapter 841. Work involves planning and organizing cases; traveling to prison unit, jails, or other destinations to meet with clients and witnesses; researching laws and regulations; preparing legal documents; rendering legal advice and counsel; consulting with other trial attorneys; conducting hearings; preparing cases for trial; trying cases to a twelve-person jury with a beyond a reasonable doubt burden of proof; and providing guidance to others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Provides representation to indigent persons in civil commitment proceedings while they are under the authority of TDCJ; confers with and counsels clients regarding legal alternatives; and prepares and tries cases before state courts.
  - B. Works with prosecutors, court coordinators, and court reporters regarding court appearances, depositions, and general discovery in proceedings across the state; consults with other trial attorneys; and conducts hearings.
  - C. Investigates, organizes, develops, and researches arguments for motions practice and trial; conducts site visits traveling to prison units, jails, and other destinations to meet clients and witnesses; and researches laws and regulations.
  - D. Prepares and argues legal opinions, motions, briefs, and other legal documents; and provides guidance to others.
  - E. Adheres to the Texas Disciplinary rules of Professional Conduct and follows the Texas Lawyers Creed.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from a law school accredited by the American Bar Association with a Juris Doctor (J.D.) degree.
2. Trial or mock trial experience preferred.
3. Must maintain a current active license to practice law in the State of Texas during employment with State Counsel for Offenders through the State Bar of Texas or other appropriate Texas licensing authority.

Must be an active member in good standing with the State Bar of Texas at the time of application and during employment with State Counsel for Offenders.

4. Must have a valid Texas Driver License.

Must maintain valid license(s) for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of the practice of criminal, civil, and constitutional law in state, appellate, and federal courts.
2. Knowledge of legal principles, practices, and proceedings.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply laws, rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in public address.
9. Skill to prepare and maintain accurate records, files, and reports.

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10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to analyze legal problems, interpret laws, rules, and regulations, and prepare opinions and briefs.
13. Skill to interpret and translate Spanish to English and English to Spanish preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.